

County of San Diego
New: October 27, 1995
Reviewed: Spring 2003

CHILD SUPPORT INVESTIGATOR
SENIOR CHILD SUPPORT INVESTIGATOR

Class No. 005722
Class No. 005723

DEFINITION:

To conduct investigations in support of child support enforcement; to determine ability of defendants to pay legally established financial obligations; to testify in court; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Positions in these classes are found only in the Child Support Enforcement Division of the District Attorney.

Child Support Investigator: This is the journey-level class in the Child Support Investigator class series. Under general supervision, incumbents perform the full scope of duties involved with investigations pertaining to the establishment, collection, and enforcement of child support cases to include conducting field investigations and interviews, negotiating with defendants for payment of past due support, and testifying in court as an expert witness and/or custodian of records.

Senior Child Support Investigator: This is the first-line supervisory class in the Child Support Investigator class series. Under direction, incumbents assign, review, and evaluate the work of Child Support Investigators and support staff, conduct the more difficult and sensitive child support enforcement investigations, and handle problem resolution matters.

EXAMPLES OF DUTIES :

Researches, compiles and evaluates documents and information to obtain collection history or debtor information used in the establishment, collection, and enforcement of child support cases; conducts investigations to locate defendants and compile information; interviews defendants, witnesses, employers, and others to compile case information; negotiates stipulations for payment of past due support; evaluates financial status of individuals to determine the ability of defendants to pay legally established financial obligations, and recommends court action in accordance with the findings; briefs Deputy District Attorneys on daily court calendar and case information; testifies in the Municipal and Superior Court as an expert witness and/or custodian of records; prepares correspondence and investigative reports; prepare cases for court in response to subpoenas for payment histories, arrears, etc.; and maintains case records and files.

Senior Child Support Investigator: All of the duties listed above including: assigns, reviews, and evaluates the work of subordinate staff; conducts the more difficult and sensitive investigations; resolves problems and complaints; coordinates investigation activities and serves as a liaison with other Child Support Enforcement Division efforts; develops and implements performance standards and child support investigation policies and procedures; plans and provides training for subordinate staff; and serves on committees pertaining to child support enforcement matter

MINIMUM QUALIFICATIONS:

Knowledge Level: T = Thorough; G = General; ? = Not Applicable

Classification Level: I = Child Support Investigator
SR = Senior Child Support Investigator

Knowledge of:**I****SR**

T	T	Civil and Criminal laws and regulations pertaining to child support enforcement, Including the Civil code, the Family Law Code, and the Welfare and Institutions Code.
T	T	Rules of Evidence and court procedures.
T	T	Investigation methods and techniques.
T	T	Interview and interrogation techniques.
T	T	Laws of arrest, search, and seizure.
T	T	Legal rights of citizens.
G	G	Legal terminology.
?	T	Principles and practices of personnel management and supervision.

Skills and Abilities to:

- Research, compile, and analyze documents and information in the course of conducting child support enforcement investigations.
- Draw logical conclusions and make sound recommendations.
- Interview defendants, principals, witnesses, and others to compile case information.
- Understand and interpret civil and criminal laws and regulations pertaining to child support enforcement.
- Prepare clear and concise reports for use in court proceedings.
- Communicate effectively, orally and in writing.
- Establish and maintain effective working relationships with other staff and members of other agencies, the business community, and the public.

Senior Child Support Investigator (in addition to the above):

- Assign, review, and evaluate the work of subordinate staff.
- Develop and implement performance standards, policies, and procedures.
- Analyze problems and identify solutions.

EDUCATION/EXPERIENCE:

Education, training, and/or experience, which demonstrates possession of the knowledge and skills listed above.
Examples of such education/experience are:

Child Support Investigator:

1. Two (2) years of experience as a Revenue and Recovery Officer III or Investigative Specialist III or higher with the County of San Diego performing child support case establishment, collections, and enforcement; OR,
2. Three (3) years of experience performing comprehensive interviews and field investigative work in a comparable government agency, debt collection agency, or lending institution.

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Senior Child Support Investigator:

1. Two (2) years of experience as a Child Support Investigator with the County of San Diego; OR,
2. Three (3) years of experience performing child support enforcement investigations with a comparable government agency.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.

Background Investigation:

Must have a reputation for honesty and trustworthiness with no felony convictions. Misdemeanor convictions may be disqualifying depending on number, severity, and recency. Applicants will be subject to a thorough background check, which may include a polygraph examination.

Working Conditions:

Incumbents may be required to perform investigative duties and assignments during irregular work hours.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).